



AMENDED

Arnold Schwarzenegger, Governor
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

STAFF SERVICES ANALYST/
ASSOCIATE PERSONNEL ANALYST
LIMITED TERM – 12 MONTHS

The Department of Real Estate is recruiting to fill a full time, limited term position for 12 months in the Personnel Office at either the Staff Services Analyst or Associate Personnel Analyst level. Duties will vary depending on the level appointed. The incumbent will perform personnel liaison activities. Will handle a variety of the difficult duties and is expected to exercise good judgement, initiative, independence and confidentiality when performing examination and personnel-related activities. This position is located at 2201 Broadway in downtown Sacramento.

Duties of the position include:

- Responsible for performing and providing direction and guidance on the office’s clerical support duties. This includes greeting employees and visitors and directing them to the appropriate individuals and/or relay messages.
- Perform liaison activities that include but not limited to recruitment, examinations, classification and pay, employee discipline and any special projects or functions assigned.
- Prepares job opportunity bulletins for the personnel section; finalize and distribute job opportunity bulletins; and respond to sensitive telephone inquiries regarding employment and promotional opportunities.
- Assists in maintaining Request for Personnel Action Request (RPA) log and filled position report and organizational charts.
- Prepares and distributes job opportunity bulletins and examination announcements for the entire personnel section.
- Processes request for certification and contact letters.
- Complete exam planning documents; reviews applications for minimum qualifications; schedules interviews; proctor exams and serves as a State Service Representative and/or Chairperson on exam interview panels.
- Coordinate and maintain the Defensive Driver Training Program as well as updating other personnel database systems.
- Prepare reports for destruction, categorization of files, maintains listing of files including database files.
- Keep track of supplies on hand and prepare requisitions to replenish supplies and forms as they become depleted.

Necessary Qualifications:

- Dependable, reliable and excellent attendance and excellent interpersonal skills.
- Ability to communicate effectively with all levels of staff.
- Knowledge of State’s personnel’s recruitment and selection process.
- Ability to function independently or as part of a team.
- Ability to follow specific oral and written instructions and procedures.
- Ability to shift priorities and be flexible.
- Occasional travel may be necessary.
- Ability to work under pressure and meet timeframes.

Desirable Qualifications:

- Ability to do basic math.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Quick learner.

Salary:	<u>Staff Services Analyst</u>	<u>Associate Personnel Analyst</u>
	A \$2632 - \$3201	\$4111 - \$4997
	B \$2850 - \$3465	
	C \$3418 - \$4155	

Who should apply: Current State employees at the Staff Services Analyst or Associate Personnel Analyst level or those individuals who have list eligibility or can transfer may apply. **Priority consideration will be given to those designated SROA/Surplus. Please include a copy of your notice.**

Submit applications to:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802 or CALNET 498-0802

For information on the position contact:

Michele Walton – Associate Personnel Analyst
Department of Real Estate
(916) 227-0802 or CalNet 498-0802

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the SPB website at <http://www.spb.ca.gov/>
Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.